

General

The Department of Education has introduced new requirements for all employees and volunteers working in our school.

Employees

All employees must obtain clearance before March 31, 2018. The following timeframes have been determined to meet with the requirements of the Office of the Children's Guardian (OCG) and to align with BOSTES accreditation requirements for teachers:

- Preschool teachers: 15 March 2016 – 18 July 2016
- All secondary school employees: 1 April 2016 – 31 March 2017
- All primary school teachers: 30 January 2017 – 17 November 2017
- All primary school non-teaching staff: 1 April 2017 – 31 March 2018
- All non school-based staff: 1 April 2017 – 31 March 2018

Employee Procedures

Employees can begin their applications on the Office of the Children's Guardian website

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>

Once you have submitted an application, you will receive an application number via email. You then need to verify your identity (<http://www.rms.nsw.gov.au/roads/licence/identity/index.html>) and pay an application fee of \$80 at a Service NSW branch to complete the application process (<https://www.service.nsw.gov.au/service-centre>).

You will receive the WWCC result via email.

Volunteers - Exempt

The majority of parents and close relatives who volunteer with their child(ren)'s school are exempt under the WWCC regulations and do not have to obtain a WWCC clearance. Any volunteers under the age of 18 do not have to obtain a WWCC clearance.

The Department requires these volunteers to complete the Appendix 5 (2016)

(https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Working-with-Children-Check-Appendix-5-WWCC-Declaration-for-volunteers-and-contractors.pdf) and provide 100 points of proof of identity.

Volunteers – Non-Exempt

Any adult volunteers who:

- will work as part of a formal mentoring program, or
- will provide intimate, personal care to children with a disability, or
- is not a parent or close relative of a student at the school where the volunteer is working, but will have direct contact with children, are required to obtain a WWCC.

Volunteers can begin their applications on the Office of the Children's Guardian website

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>

These volunteers need to provide the school with a WWCC clearance number (paid or unpaid) and 100 points of proof of identity. There is no charge for a volunteer WWCC number.

Schools then need to verify the WWCC clearance number via eCPC using the 'volunteer/contractor' option prior to the person commencing work.

Contractors – Exempt

Contractors who:

- are under the age of 18,
- only perform maintenance or ancillary work outside of school hours, or
- will not have direct contact with children,

do not need to hold a WWCC clearance.

The Department requires these contractors to complete the Appendix 5 (2016)

(https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Working-with-Children-Check-Appendix-5-WWCC-Declaration-for-volunteers-and-contractors.pdf) and provide 100 points of proof of identity.

Contractors – Non-Exempt

All adult contractors who are engaged by the school or the P&C Association to perform the child-related work need to have a WWCC clearance.

These contractors include, but are not limited to sports coaches, band/music tutors, drama coaches, choreographers, class tutors, canteen managers and project or special program facilitators.

Visitors – Exempt

Parents and close relatives of students attending the school do not need to hold a WWCC clearance or complete a WWCC Declaration before visiting the school, except those who come to school to work as a volunteer or contractor. Local Members of Parliament, city council officials or guests invited by the school on special occasions (speakers at the school assembly) do not need to hold a WWCC clearance or complete the Appendix 5 (2016), as long as the person's contact with children will be supervised at all times.

Visitors – Non-Exempt

The following categories of child-related workers need to hold a WWCC clearance:

- Providers of Special Religious Education or Special Education in Ethics (e.g. a minister, priest, rabbi, mufti or other religious leader or spiritual office);
- Teacher education students and other people undertaking practical training as part of an educational or vocational course in NSW Government schools.

In the case of a religious/ethics education provider, before the person commences work on school premises, the organisation that employs or engages the person needs to assure the Principal in writing that the person has obtained a WWCC clearance and they have verified the validity of the clearance. In the case of a teacher education student or a person undertaking vocational training, before the person commences work on school premises, the course workplace supervisor needs to assure the Principal in writing that the person has met any relevant requirements under the Child Protection (Working with Children) Act 2012. Where the person is 18 years old or older, the person needs to hold a valid WWCC clearance.

Staff Professional Development 2017 Term 1

- Friday 27 January, 2017 – Child Protection Training and Code of Conduct presentation

[Protecting and Supporting Children and Young People - Procedures \(pdf 341 kb\)](#)



[Collection of Students by the Department of Community Services, Procedures \(PDF 295 kb\)](#)



[NSW Interagency Guidelines for Child Protection Intervention 2006 edition](#)

PNPS School
Discipline Policy 2016.

[Allegations against Employees in the Area of Child Protection](#)

[Working With Children Check Policy](#)

[Safe and Ethical Practice during Student Workplace Learning Policy – TAFE](#)



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[Student Welfare Policy](#)

[Code of Conduct Policy](#)

[Code of Conduct Procedures](#)

[Evidence of policy implementation guidelines - Protecting and Supporting Children and Young People](#) (Intranet only)